

West Linn Sustainability Advisory Board Meeting

West Linn City Hall

1/18/18, 6-7:30pm

Attendance	Staff: Russ Axelrod, Darren Wyss Board: Cindy Ellison, John Rose, Sara Weihmann, Alex Mihm, Glen Friedman, Sara Harding Mihm Guests: None
Action Items	<ul style="list-style-type: none">● Darren will find out about having us at a Council work session.● Darren to follow up with Sara HM and Sara W regarding the upcoming agenda● Russ will follow up with Ken (Parks) regarding incorporating SAB into their parks review process, as well as inviting them to a future SAB meeting or incorporating us into the decision-making and project processes.● Russ to bring the following idea to Council: Have a networking event for all of the advisory boards.● Alex M will continue to work with Courtney regarding the Sustainability website● Alex M to email Lisa and Russ regarding Leaders in Sustainability and incorporating sustainability information into the State of the City.● Alex M to send Cindy contact info for Val Sabo and Sharon Selvaggio.● Sara HM to reach out to Climate Mayors to find out if Russ already signed this pledge. If not, sign this pledge.● Sara W and Sara HM to put together a standing meeting agenda● Sara HM and Glen to connect on carbon inventory tool from Good Company.● Sara HM, Alex M, and Sara W to connect about a Shred Event, West Linn events in place of Earth Month.
Agenda	Review Agenda , 10 minutes
	Introductions , 15 minutes
	Ongoing Projects / Follow-Up , 35 minutes <ul style="list-style-type: none">● Sara HM shared information about Climate Mayors and presented a motion for SAB to recommend that Mayor Axelrod signs onto Climate Mayors.● Alex M reported on the sustainability portion of the West Linn website, Leaders in Sustainability for Robinwood Station.● Glen reported on net zero buildings in West Linn.● Sara W shared that West Linn Free & Trade may be interested in putting together a swap event in April. Community Warehouse may also be interested. www.WestLinnEarthMonth.com is available.
	Elect 2018 Chairs , 10 minutes <ul style="list-style-type: none">● Sara HM was unanimously elected as Chair.● Sara W was unanimously elected as Vice-Chair.
	Meeting Roles / Guidelines , 20 minutes <ul style="list-style-type: none">● Meetings will begin at 6:05pm (6pm gather)● Meetings will include actual times that agenda items are including instead of simply stating "10 minutes."● Meetings will include "Updates and Roundtable" for the end of each meeting.● Timekeeper role to be determined at the beginning of each meeting● Goals are stated for each section of the agenda so that the group knows what the intent of the agenda item is.● Minutes to include a summary of what was accomplished in each agenda item.● Minutes to include a Bike Rack section to replace items that we "put a pin in."● Meetings can begin by stating the mission of the group.

	Adjourn
Decisions Made	<ul style="list-style-type: none">● SAB unanimously voted in favor of having Russ sign onto the Climate Mayors pledge, in support of the Paris Climate Agreement.
Notes / Summary	<ul style="list-style-type: none">● Upcoming: 1/29/18 is a training and acknowledgement of volunteer service● Glen will not be present at March or April meetings
Future Agenda	<ul style="list-style-type: none">● Include in February's agenda:<ul style="list-style-type: none">○ Continue 'ground rules' discussion and add ideas to making meetings more successful○ Include Action Item Review at the beginning of each agenda○ Agendas will include a timestamp for each agenda item